

Getting the Most out of Your Off-Campus Internship

Presented by:

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Career and Internship Center



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Before You Leave Albion

- Visit CIC
 - ❖ Resume review
 - ❖ Cover letter preparation
 - ❖ Mock interview
- Pack Business Clothes



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Congratulations You Have An Interview!

- Read annual reports and press releases
- Company website
- Glassdoor-www.glassdoor.com
- LinkedIn profiles-especially Albion alums
- Send a thank you with in 24 hours



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You Got The Internship....Now What?

- Dress professionally
- Be nice and introduce yourself to everyone
- Be on time, even a little early....ALWAYS
- Don't be the first to go home
- Ask well thought out questions
- Follow directions
- Display enthusiasm-positive attitude
- Embrace change



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You Got The Internship....Now What?

- Limit time off requests
- Discuss all ideas with supervisor
- Meet deadlines
- Be a team player
- Get to know your co-workers
- Find a mentor-supervisor or other
- Avoid office politics and gossip
- Attend all employer sponsored social events



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After You Leave Your Internship

- Send a thank you to your supervisor and mentor-maybe some Albion swag
- Keep in touch with people you met
- Visit CIC and update your resume



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Questions?

Visit the
The Career and Internship Center

Ludington Center-2nd floor

517-629-0332

careers@albion.edu

www.albion.edu/careerdev

Appointments

Monday – Friday 8:00-5:00 pm



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